

Chaperone Packet

IslandWood Release Form: All chaperones must read and sign this form. Forms should be turned into the trip organizer at least two weeks before your trip to IslandWood.

Chaperone Scheduling Chart: This is for chaperones and teachers to use to schedule student supervision when IslandWood field instructors are not on duty. We do not need a copy of this form.

What Makes a Great IslandWood Chaperone?

Important Notes for Chaperones

IslandWood Policy for School Visits

What to Bring/What Not to Bring

Check out our new chaperone videos!!

Field Study Experience (English): <https://vimeo.com/174142962>

Field Study Experience (Spanish) : <https://vimeo.com/174143363>

Dining Hall Experience (English): <https://vimeo.com/174144291>

Dining Hall Experience (Spanish): <https://vimeo.com/174144691>



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IslandWood Release Form (Adult-18 years and older)

PLEASE COMPLETE BOTH SIDES OF THIS FORM IN INK

Participant's Name: _____

School/Group: _____ Program Dates: _____

Participant's Age: _____ Birth Date: _____ Gender : Female Male Other

Address (include city and zip): _____

Work Phone: _____ Home Phone: _____ Cell Phone: _____ Email: _____

EMERGENCY CONTACTS:

1) Name: _____ Day Phone: (____) _____

Evening Phone: (____) _____ Cell: (____) _____ E-mail: _____

2) Name: _____ Day Phone: (____) _____

Evening Phone: (____) _____ Cell: (____) _____ E-mail: _____

Please read the following carefully before signing:

ACKNOWLEDGEMENT AND RELEASE AUTHORIZATION FOR MEDICAL TREATMENT:

I am familiar with the program for which I, the participant, am registering. I understand that this program involves activities of a physical nature that will take place in an outdoor environment, and may include hiking on trails and rough terrain and in the vicinity of bodies of water, overnight camping and walking on high bridges and canopy walkways. I further understand that there are risks associated with these kinds of activities.

As a condition of participation in this program and/or the use of IslandWood equipment and/or facilities, I agree that I will be fully responsible for any and all personal injuries, property damage, loss of personal property, or any other loss that may result from my participation, and I agree not to hold IslandWood responsible, and their respective agents and employees, to the fullest extent permitted by law, for any damages, liabilities or expenses that result from participation in this program and/or the use by me, the participant, of any IslandWood facilities and /or equipment.

If I am taking any medication, I understand that IslandWood will not be responsible for administering such medication. I hereby give permission to personnel of ISLANDWOOD to authorize any x-rays, tests, procedures, anesthetic, surgery or treatment on behalf of, and to provide or arrange for any transportation of, me, the participant, as may be required in the event of an emergency. If the emergency contacts designated previously cannot be contacted, I hereby give permission to a licensed physician, or other qualified health care provider as may be appropriate, to administer such treatment to me, the participant, as may be necessary under the circumstances, including hospitalization.

I certify that I have completed the Health History and Health Questionnaire on the reverse side of this form fully and accurately and accept full responsibility for any errors or omissions.

MEDIA AUTHORIZATION: I agree that any photographs or videotape taken by any IslandWood personnel of myself as a program participant shall be the property of IslandWood, and may be used by IslandWood, at its discretion, for any publicity, education, marketing and/or advertising purposes and I hereby consent to and authorize such use without restriction.

I HAVE READ THE AGREEMENT, AND FULLY UNDERSTAND IT, AND AGREE TO BE BOUND BY ITS TERMS.

Signature: _____ **Date:** _____

Print Name: _____

**BEFORE RETURNING THIS FORM TO YOUR SCHOOL,
BE SURE TO COMPLETE THE MEDICAL/DIETARY QUESTIONS ON REVERSE!!!**

<p>Physical Condition</p> <p>Please list any physical/medical conditions that would be helpful for us to know in an emergency:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Are you capable of participating in an easy to moderate 3-mile hike, with frequent rest stops? ____yes ____no</p>	<p>Medications</p> <p>Are you taking any medications? ____yes ____no</p> <p>If so, please list and describe:</p> <table border="0"> <thead> <tr> <th style="text-align: left;">Name of Medication</th> <th style="text-align: left;">Dosage & Instructions</th> </tr> </thead> <tbody> <tr> <td>1) _____</td> <td>_____</td> </tr> <tr> <td>2) _____</td> <td>_____</td> </tr> <tr> <td>3) _____</td> <td>_____</td> </tr> <tr> <td>4) _____</td> <td>_____</td> </tr> </tbody> </table>	Name of Medication	Dosage & Instructions	1) _____	_____	2) _____	_____	3) _____	_____	4) _____	_____
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2) _____	_____										
3) _____	_____										
4) _____	_____										
<p>Food Restrictions</p> <p>Please indicate any dietary restrictions due to preference, religious practice, lactose intolerance, food sensitivity, etc. Complete the box to the right for food allergies.:</p> <p>Please circle any that apply:</p> <p>No meat (vegetarian)</p> <p>No animal products (vegan)</p> <p>No pork</p> <p>No red meat</p> <p>No nuts</p> <p>No dairy</p> <p>No wheat/gluten</p> <p>Other restrictions: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Allergies</p> <p>Have you been diagnosed for any food allergies? If yes, please describe:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Do you carry an epinephrine auto-injector for these food allergies? Yes __ No __</p> <p>Please name any non-food allergies that you have. (If allergies are severe, medication must be carried):</p> <p>_____</p> <p>_____</p> <p>_____</p>										
<p>Miscellaneous</p> <p>Is there anything else that you believe is important for us to know in regard to your participation in this program? If so, please describe:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Health Care</p> <p>Name of physician: _____</p> <p>Physician's Telephone: _____</p> <p>Is participant covered by any medical insurance? __yes __no</p> <p>If so:</p> <p>Carrier: _____</p> <p>Group # _____</p> <p>I.D. # _____</p> <p>Subscriber Name (if different than participant): _____</p> <p>_____</p>										

Chaperone Scheduling Chart (to be used by Teachers & Chaperones)

We highly recommend completing this so chaperones have a clear idea of when they are needed and--just as important--when they can have a break!

	TIMES	Chaperones Needed (Daily)
WAKE UP AND SHOWER	7:00 – 7:30	Bird’s Nest: (2 chaperones) _____, _____ Mammal’s Den: (2 chaperones) _____, _____ Invertebrate Inn: (2 chaperones) _____, _____ Fish Tank: (2 chaperones) _____, _____
BREAKFAST W/STUDENTS	7:30 - 8:30	All Chaperones – One per table
GATHER FIELD STUDY GEAR	8:30 – 9:00	Bird’s Nest: (2 chaperones) _____, _____ Mammal’s Den: (2 chaperones) _____, _____ Invertebrate Inn: (2 chaperones) _____, _____ Fish Tank: (2 chaperones) _____, _____
FIELD STUDY TIME	9:00 – 4:15	One Chaperone Per Field Group: 1 _____ 8 _____ 2 _____ 9 _____ 3 _____ 10 _____ 4 _____ 11 _____ 5 _____ 12 _____ 6 _____ 13 _____ 7 _____ 14 _____
LODGE TIMES	4:15 – 6:00	Bird’s Nest: (2 chaperones) _____, _____ Mammal’s Den: (2 chaperones) _____, _____ Invertebrate Inn: (2 chaperones) _____, _____ Fish Tank: (2 chaperones) _____, _____
DINNER W/STUDENTS	6:00-7:00	All Chaperones – One per table
EVENING PROGRAM	7:15-8:15	One chaperone with each field group.
BEDTIME PREPARATION	8:30-9:00	Bird’s Nest: (2 chaperones) _____, _____ Mammal’s Den: (2 chaperones) _____, _____ Invertebrate Inn: (2 chaperones) _____, _____ Fish Tank: (2 chaperones) _____, _____
QUIET TIME (Lights Out 9:30!)	9:00 – 10:00	Bird’s Nest: _____, _____ Mammal’s Den: _____, _____ Invertebrate Inn: _____, _____ Fish Tank: _____, _____

What Makes a Great IslandWood Chaperone?

Your attitude and positive influence on the students is a key element to the success of this program. We cannot run the IslandWood School Overnight Program without your help! Here are some of the qualities we value in IslandWood chaperones:

Be a Great Role Model

- Demonstrate responsibility, flexibility, initiative, and integrity
- Show excitement for learning
- Take delight in the natural environment
- Be physically and mentally prepared for being outside and on the trails in all weather
- Be a team player
- Have fun!

Be Well Informed

- Attend the Monday orientation for chaperones at IslandWood held shortly after your arrival
- Ask questions of the IslandWood instructor if unclear on your role at any time
- Follow the rules and guidelines of the school and of IslandWood
- Communicate with the teacher and IslandWood instructor regularly

Have a Strong Commitment to the Group

- Arrive and depart with the school and remain throughout the program
- Stay with the field group throughout the day
- Keep the group together on the trails by bringing up the rear
- Participate with your group in evening activities (campfires, night hikes, etc.)
- Take the lead at your dining table to initiate conversation amongst the kids
- Turn your cell phone off during the field or whenever interacting with the kids
- Try to give equal attention to all the kids in your group



Important Notes for Chaperones

- ❑ On arrival day, IslandWood staff will announce and facilitate an orientation for visiting teachers and chaperones. Vital information about the coming week is exchanged at this time. Please plan to attend the orientation and arrive promptly, as the orientation is brief but important.
- ❑ Don't forget to bring your own lunch on Monday. We will eat lunch during Friendship Circle.
- ❑ Use the "What to Bring, What Not to Bring" checklist (included in this packet) for packing. Don't forget your towels, soap, sleeping bags, pillow, and slippers for the lodges! Adults may also want to bring a reusable closed mug or thermos to carry coffee/tea into the field.
- ❑ Adult chaperones must remain with the same field study group throughout the field day (9:00 am-4:15 pm.) Parents are not allowed to be in a group that includes their own child.
- ❑ Inform your IslandWood group instructor if you have expertise in a certain area that you would like to share with the group: medical, botanical, scientific, etc.
- ❑ Familiarize yourself with IslandWood rules by reading the IslandWood Policy for School Visits (included in this packet). Despite its outdoor setting, IslandWood is a school and not a camp, and therefore probably more structured than camps you may have attended with your kids or school.
- ❑ In addition to assisting the IslandWood instructors during field studies and evening programs, chaperones are responsible for supervising students during these portions of each day:
 - Wake-up: through breakfast and until field time at 9:30 a.m.
 - Free lodge times: 4:15-6:00 pm
 - During meals
 - After the evening program through quiet hours and bedtime
- ❑ If a student is too ill or injured to attend the field study group, it is the school's responsibility to provide care in the lodge, or in our wellness room. A chaperone must stay with a student who is ill if a teacher is not available.
- ❑ Rotate responsibilities during the early mornings and evenings so that all adults have an opportunity for their own relaxation. We want everyone to enjoy his or her IslandWood experience.

IslandWood Policy for School Visits

1. Drop-in guests, visitors, or family members are prohibited.
2. Any visits by school staff members who are not staying the week as a chaperone **must be prearranged** with the Registrar. Visitors are charged a per diem rate that is added to the school's final invoice
3. Any meals provided by IslandWood that are not included as part of the School Overnight Program (for example, lunch on Mondays for those who forget to bring their own) will be charged to the school.
4. Except for lunches on arrival day, please do not bring any food to IslandWood. Food is not allowed in the lodges.
5. The possession or consumption of alcoholic beverages and/or illegal drugs is prohibited.
6. Smoking is not allowed in any building, on the trails, or in the forest.
7. Weapons are prohibited on campus.
8. Students may not bring candy, gum, food, or personal electronics (iPods, etc.) to IslandWood.
9. Student cell phones are not allowed at IslandWood. Adult cell phones are to be turned off while in the field. Lodge phones are for adult use only.
10. No use of IslandWood's field structures is permitted without an IslandWood staff member present.
11. Students may not leave the campus without a chaperone, teacher, or parent who must sign the student out with the Registrar.
12. No swimming in the pond, estuary, or harbor.
13. Supervision is required in the lodges and is the responsibility of the school's teachers and adult chaperones.
14. Before departure from IslandWood, please follow the departure procedures posted in the lodges and in your lodge binder.
15. Respect the natural beauty of IslandWood by not littering, not disturbing plants or animal life, and by staying only on marked trails unless directed elsewhere by an instructor.
16. Quiet hours are from 9:30 p.m. until 7:00 a.m.
17. IslandWood reserves the right to have students removed from programs or sent home for illegal activities or if they are disruptive on an on-going basis.

What to Bring, What Not to Bring (Adult Version)

Lunch for the first day

Name tag

Clothing

Sneakers or hiking shoes
Extra pair of sturdy walking shoes
Warm jacket
Sweater and/or sweatshirt
Long underwear (in chilly weather)
T-shirts or other light shirts
Daily change of underwear
Daily change of warm, thick socks
3 pairs of long pants
1 pair of shorts (in warm weather)
Warm pajamas
Slippers (our lodges have a no-shoe policy)
Hat and gloves (not mittens)
Plastic bag for dirty clothes
Rain jacket & Rain pants - if available*

Bedding

Sleeping bag or bedroll
Pillow

Personal gear

Toothbrush and toothpaste
Bath towel, hand towel, soap, and shampoo
Brush or comb
Bath mat if desired

Outdoor activity gear

Backpack
Pencil
Water bottle

Optional gear

Flashlight
Bug repellent (not spray type), lip salve, sunscreen, sunglasses
Books and writing materials
Reusable mug or thermos to carry coffee/tea into the field

Optional group equipment
teachers/chaperones can
bring:
Board games, art supplies,
playground equipment, e.g.
balls, jump ropes, Frisbees.

**IslandWood* will loan the
following to students/adults who
don't have this gear: backpacks,
water bottles, raingear, fleece
tops, gloves, and hats.

Please see reverse side for what NOT to bring!

What *Not* to Bring!

Money

New clothes or shoes that you don't want to get dirty

Sandals or open-toed shoes

Radios, music players, electronic games

Knives, other sharp items, weapons

Matches or fireworks

Chewing gum, candy, food (other than a bag lunch the first day)

Jewelry or valuables

Alcohol or drugs

AEROSOL SPRAYS (examples: deodorants, fragrances, sunscreens, bug sprays)

Note: Make sure you can carry your own bags. Please limit luggage to one suitcase, backpack, or duffel bag, plus one sleeping bag or bedroll. No trunks! A heavy-duty trashcan liner can be used instead of a suitcase. Avoid bringing unnecessary items. IslandWood is not responsible for articles left behind.